

Message

From: Saunders, Della (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MASSMAIL-01/CN=RECIPIENTS/CN=DELLA.SAUNDERS]
Sent: 6/28/2011 6:20:18 PM
To: Rosas, Giovanni (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=Giovanni.Rojas]
Subject: FW: FT Staff Assistant - Adminstrative Services @ MCC
Attachments: Staff Assistant AS posting June 2011.doc; Staff Assistant AS posting June 2011.doc

Della Saunders
Chemist III
Drug Analysis Laboratory Room 363
William A. Hinton State Laboratory Institute
305 South Street
Jamaica Plain, MA. 02130
617-983-6632 phone
617-983-6625 fax

From: Della Saunders [REDACTED]
Sent: Tuesday, June 28, 2011 2:19 PM
To: Saunders, Della (DPH)
Subject: FW: FT Staff Assistant - Adminstrative Services @ MCC

Date: Tue, 28 Jun 2011 08:03:37 -0700
From: dbjm12@yahoo.com
Subject: Fw: FT Staff Assistant - Adminstrative Services @ MCC

[REDACTED]

----- Forwarded Message -----

From: Rose M Wright [REDACTED]
To: Dexter Jenkins [REDACTED]
Sent: Friday, June 24, 2011 12:58 PM
Subject: FW: FT Staff Assistant - Adminstrative Services @ MCC
Please pass along.

*Rose M. Wright, Accredited Buyer Representative, ABR
Real Estate Marketing Consultant
Coldwell Banker Residential Brokerage
713 Centre Street
Jamaica Plain, MA 02130
617.467.4306 (H)
617.543.5491 (C)
rosemwright@comcast.net
<http://www.newenglandmoves.com/Rose.Wright.home>
Connecting people with homes every step of the way!*

--Forwarded Message Attachment--

From: [REDACTED]
To: [REDACTED]
Subject: FW: FT Staff Assistant - Administrative Services @ MCC
Date: Fri, 24 Jun 2011 10:39:11 -0400
Job Opportunity ... Pass it on ...

Thanks!

Yolanda

The longer we dwell on our misfortunes, the greater is their power to harm us. --Voltaire

-----Original Message-----

From: Darcy Orellana [mailto:ORELLANAD@middlesex.mass.edu]
Sent: Wednesday, June 22, 2011 5:10 PM
Subject: FT Staff Assistant - Administrative Services @ MCC

Dear Friends of MCC:

I'm pleased to let you know about a full-time opening for a Staff Assistant for the Administrative Services Dept. in our Administration and Finance Division at Middlesex Community College. We are seeking a knowledgeable and service-oriented individual to assist the Director of Administrative Services in managing the document reproduction and fax services, transportation services, parking program and purchasing services across the college. The full position description is attached.

The application deadline is July 13, 2011.

Send cover letter and resume to : hrjobs@middlesex.mass.edu

Please share this posting with your networks.

Thank you,

Darcy

Darcy Orellana

Assistant Dir HR/Affirmative Action Officer

Middlesex Community College

Bedford & Lowell, Massachusetts

tel: 781-280-3559

email: orellanad@middlesex.mass.edu

An AA/EEO employer, MCC values dynamic and diverse individuals who can contribute to the college's mission.

<https://www.middlesex.mass.edu/DiversityAndEquityAffairs/>